

CLIENT AND FAMILY TECHNICAL RESOURCE GROUP (CLFTRG) AGENDA

Wednesday, June 13, 2007
Call-in Number: 1-866-295-5950
Passcode: 6637124#

I. Welcome

- Purpose of Meeting
- Expected Outcomes
- Review Agenda

II. Recruitment Strategy (Plan)

- Discuss Application, Screening and Selection Process
 - Any comments, suggestions, or changes to application (attached)
 - Review and screening of applications
 - Selection Criteria
 - Process to screen and discuss applications
 - Post selection process
 - Letters to applicants
 - Accepted
 - Welcome packet (what they need to have before the first meeting).
 - Not accepted
 - Is there a role for this group
- Timeline (attached)
- Methods of Notification and distribution
 - Distribution Process and Outreach tools (see attached sheet)
 - Cover Letter (attached)
 - Timeline for cover letter (How to get it out, by when and to whom?)
 - What approvals if any, is needed before releasing the application and cover letter
 - Draft Flyer

III. Summary of Meeting (What was accomplished?)

IV. Next Steps

V. Adjourn

Attachments:

1. Draft Agenda;
2. Minutes & Next Steps from the March 21 Meeting;
3. CFTRG Member List;
4. Draft Recruit Flyer;
5. Draft Recruitment Cover Letter;
6. Revised CFTRG Application;
7. Distribution Process & Outreach Tools; and
8. Draft Timeline